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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 19 February 1953

FROM : Chief, Orientation and Briefing Division

SUBJECT: Report for Week 12-18 February 1953

25 YEAR RE-REVIEW

I. INDOCTRINATION

1. On Monday, 16 February, 60 new persons attended the Indoctrination Course.

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2. We were pleased to have [redacted] (Chief, Management Training Division, OTR) also in attendance.

II. ORIENTATION

1. The Ninth Agency Orientation Course was completed on Friday, 13 February. A separate report will be made to the Director of Training on this subject.

2. At the request of the Vice President, the Chief, Orientation and Briefing Division, went to the office of the V. P. on Thursday, 12 February, on the disposal of material. The Vice President asked that we "clean up" the material, since he spoke from notes, bring it to his office, and that he would guarantee us quick action in examining the material so that it could be used for any purposes determined by the Agency.

3. The DD/P, Mr. Frank Wisner, asked us to do him the favor of taking the facilities to his office (presently in the Administration Building) to listen to the talk of Mr. Nixon. This was done yesterday, Wednesday, 18 February.

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4. [redacted], Special Assistant to the DCI, is working on a type of release to be issued after Mr. Dulles officially takes his oath of office, and requested that he listen to the remarks of Mr. Dulles at the Ninth Orientation Course. This has been accomplished for him.

5. During the Ninth Orientation Course, one of the persons from the Graphics Division of ORR, besides officially attending the Course, made appropriate evaluations of the visual aid material. We were told that we will receive a written report suggesting improvements that might be made.

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6. On Tuesday, 17 February, a call was received from Mr. White of the Department of Agriculture expressing a degree of apprehension about our reservation of the auditorium for our tenth program to be held during the second week of May. We did not cross swords with his viewpoints but merely emphasized our conviction that he had every right to arrive at the decision, plus the fact that we were indeed disappointed. Immediately he said that he would try to reconsider. He called back, suggesting that we send a letter from the DCI to the Secretary of Agriculture and in that way make sure that our reservation would not be upset. This letter will be sent through the Director of Training to the DCI.

III. PRESENTATIONS

1. On Wednesday, 18 February, Mr. Edward R. Saunders, Comptroller, presented the subject, "The Mission and Functions of the Comptroller." This followed a lengthy session of critique and practice with Mr. Saunders on Monday afternoon, 16 February.

2. We will get in touch with ^{25X1} [redacted] Acting Chief, Assessment and Evaluation Division, TR(S), to assist him in his efforts at the Presentation Program on Wednesday, March 4, 1953.

3. Discussed with the Director of Training the fact that our Presentations Programs have now pretty well covered all of the offices under DD/A. The Director of Training agreed to discuss with Mr. Robert Amory the proposition of now making arrangements with offices under DD/I so that we may have some presentations from OCD, OSI, ORR, etc. We await word prior to entering into any arrangements with DD/I offices.

IV. SPECIAL

1. The request came from ^{25X1} [redacted] Chief of Personnel Procurement, to put certain material on tapes which were received from the [redacted] on disk records. These contain speeches made by a man who is being considered for an important position in OCI. In complying with the request of [redacted] we will monitor the material on these tapes and, if the speeches are appropriate for training purposes, we will make copies for [redacted]

2. On Tuesday, 17 February, the Chief, Orientation and Briefing Division, made a presentation to the Strategic

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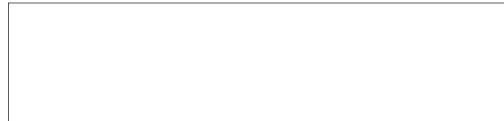
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Intelligence School on the "Relation and Importance of CIA."

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3. Discussed with [redacted] of ORR the steps he is currently taking to make the best type of presentation at the Strategic Intelligence School. He has already given much thought to the substance of what he will present and has already arranged for a worthwhile panel to go to the SIS with him.

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Chief, Orientation and Briefing Division

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